

ADMIN 1 Revision September 2015

As do all Administrative Records Schedules (ADMs), ADM-1 covers records of the Department and its contractors. The records include, employee concerns programs, labor agreements and negotiations, labor relations, academic and outreach programs, apprenticeship programs, job vacancies, unemployment compensation, recruitment and employee health. The most important types of records are the Official Personnel Folders, the Service Record Cards, and the Employee Medical Folders. Those for Federal employees are maintained according to The Guide to Personnel Recordkeeping, an Office of Personnel Management directive that prescribes a system of recordkeeping for Federal personnel.

Master files created in central data processing facilities that replace records described under item 21, 22 and 25f are not authorized for disposal by this schedule. Records authorized for disposal in this schedule are also authorized for such disposal in both hard copy and electronic formats. Retirement of non-current records to inactive storage is authorized. (N1-434-98-4, entire introduction)

Previous ADMIN 1 guidance edition: <http://www.energy.gov/cio/downloads/administrative-records-schedule-1-personnel-records-revision-3>

ADMIN Citation	Item Title	Item Summary	Sub Item 1 Title	Sub Item 2 Summary	Sub Item 2	Applicability	Media Applicability	Disposition	NARA Approved Citation
Admin 1, item 1	Official Personnel Folders of Federal Employees	Records filed on the right side of the Official Personnel Folder (OPF). (See item 10, for temporary papers on the left side of the OPF). Folders covering employment terminated after December 31, 1920, excluding those selected by NARA for permanent retention. See item 1.1 for contractor personnel records.	a. Transferred employees.			Department-wide	Media-neutral	See Chapter 7 of The Guide to Personnel Recordkeeping for instructions relating to folders of employees transferred to another agency.	GRS 1 item 1a
			b. Separated employees.			Department-wide	Media-neutral	Temporary. Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation. NPRC will destroy 65 years after separation from Federal service.	GRS 1 item 1b
Admin 1, item 1.1	Individual Personnel Files of Managing & Operating Contractor Employees	Records consist of employment histories and jobs held by the employee from initial date of employment to date of separation. Includes, among other things, copy of all personnel and pay actions, life and health insurance coverage, résumés, proof of residence, copy of background investigation (not the Personal Security Questionnaire or Standard Form 86, which is filed in the security office), military service documents; and training records of more than 40 hours and any and all training records (certificates of completion) on health and safety, radiation, hazardous duty and other courses when the employer's contract includes safety and health clauses (DEAR Subparts 970.52, 970.5204-2, 952.223, 952-223-71, 952-223-72, 952-223-74, and 952-223-75), unless separate training records are kept in the training activity. Drug testing records may be part of these files or may be maintained elsewhere provided they are adequately safeguarded.				Managing & Operating Contractors	Paper records only - unless otherwise specified in item	Temporary. Cut off the file at the time of separation. Transfer folders to the local Federal Records Center in one cubic foot increments. Destroy 75 years after cutoff.	N1-434-89-1, item 1
Admin 1, item 2	Service Record Cards for Federal Employees	Service Record Card (Standard Form (SF) 7 or equivalent) for employees separated or transferred on or after January 1, 1948.				Department-wide	Media-neutral	Temporary. Destroy 75 years after separation or transfer of employee	N1-434-98-4, item 2b (Exemption to GRS 1, item 2)
Admin 1, item 3	Personnel Correspondence Files	Correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.				Department-wide	Media-neutral	Temporary. Destroy when 3 years old.	GRS 1, item 3
Admin 1, item 3.1	Personnel Office Records of Managing & Operating Contractors	Administrative and correspondence type files relating to general administration and operation of personnel functions and such other records not maintained in individual personnel files or described elsewhere in this schedule.				Managing & Operating Contractors	Paper records only - unless otherwise specified in item	In accordance with the terms of the contract. Do not transfer to a Federal Records Center.	N1-434-89-1, item 2
Admin 1, item 4	Offers of Employment Files	Correspondence, including letters and telegrams, offering appointments to potential employees.	a. Accepted offers.			Department-wide	Media-neutral	Temporary. Destroy when appointment is effective.	GRS 1, item 4a
			b. Declined offers for Federal appointment.	(1) When name is received from certificate of eligibles.		Department-wide	Media-neutral	Return to OPM with reply and application.	GRS 1, item 4b(1)
				(2) Temporary or excepted appointment.		Department-wide	Media-neutral	File with application (Items 33k, 33l, 33m, or 33n, as appropriate).	GRS 1, item 4b(2)
				(3) All others.		Department-wide	Media-neutral	Temporary. Destroy immediately.	GRS 1, item 4b(2)
ADMIN 1, Item 5	Certificate of Eligibles Files – Federal Employment	Copies obtained from OPM of certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a non-preference eligible.				Department-wide	Media-neutral	Temporary. Destroy when 2 years old	GRS 1, item 5

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ADMIN 1, Item 6	Employee Record Cards	Employee record cards used for informational purposes outside personnel offices (such as SF 7-B). [NOTE: Effective December 31, 1994, the SF 7 card became obsolete. The disposition applies to the information regardless of form.]				Department-wide	Media-neutral	Temporary. Destroy 75 years after separation or transfer of employee.	N1-434-98-4, item 6 (Exemption to GRS 1, item 6)
ADMIN 1, Item 7	Position Classification Files – Federal Employees		a. Position Classification Standards Files.	(1) Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency.		Department-wide	Media-neutral	Temporary. Cut off when superseded or determined obsolete. Destroy 75 years after cutoff.	N1-434-98-4, item 7a(1) (Exemption to GRS 1, item 7a(1))
				(2) Correspondence and other records relating to the development of standards for classification of positions peculiar to the agency, and OPM approval or disapproval.	1. Case file.	Department-wide	Media-neutral	Temporary. Cut off when position is abolished or description is superseded. Destroy 75 years after cutoff.	N1-434-98-4, item 7a(2)(a) (Exemption to GRS 1, item 7a(2)(a))
					2. Review File.	Department-wide	Media-neutral	Temporary. Destroy when 2 years old.	GRS 1, item 7 a2(b)
			b. Position Descriptions.	Record copy of position descriptions that include information on title, series, grade, duties and responsibilities, and related documents.		Department-wide	Media-neutral	Temporary. Destroy 75 years after position is abolished or description is superseded.	N1-434-98-4, item 7b
			c. Survey Files.	(1) Classification survey reports on various positions prepared by classification specialists, including periodic reports.		Department-wide	Media-neutral	Temporary. Destroy when 3 years old or 2 years after regular inspection, whichever is sooner.	GRS 1, item 7c(1)
				(2) Inspection, audit, and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits, and evaluations.		Department-wide	Media-neutral	Temporary. Destroy when obsolete or superseded	GRS 1, item 7c(2)
			d. Appeals Files.	(1) Case files relating to classification appeals, excluding OPM classification certificate.		Department-wide	Media-neutral	Temporary. Destroy 3 years after case is closed.	GRS 1, item 7d(1)
				(2) Certificates of classification issued by OPM.		Department-wide	Media-neutral	Temporary. Destroy after affected position is abolished or superseded.	GRS 1, item 7d(2)
ADMIN 1, item 7.1	Managing and Operating Contractor Job Classification Manuals	Records describing tasks associated with jobs and reflect the procedures and training required to accomplish them.	a. For jobs relating to the handling of hazardous, toxic, or radioactive materials; radiation safety or critically safety; or any job where chronic exposure may have had an impact.			Managing & Operating Contractors	Paper records only - unless otherwise specified in item	Temporary. Dispose in accordance with item 1.1 of this schedule.	N1-434-89-1, item 3a
			b. For all other jobs.			Managing & Operating Contractors	Paper records only - unless otherwise specified in item	Temporary. Destroy 2 years after position is abolished.	N1-434-89-1, item 3b
ADMIN 1, Item 8	Interview Records	Correspondence, reports, and other records relating to interviews with prospective employees.				Department-wide	Media-neutral	Temporary. Destroy 6 months after transfer or separation of employee.	GRS 1, item 8
ADMIN 1, item 9	Performance Rating Board Case Files	Copies of case files forwarded to OPM relating to performance rating board reviews.				Department-wide	Media-neutral	Temporary. Destroy 1 year after case is closed.	GRS 1, item 9
ADMIN 1, item 10	Temporary Individual Employee Records		a. All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Chapter 3 of The Guide to Personnel Recordkeeping, EXCLUDING the Immigration and Naturalization Service Form I-9 and performance-related records.			Department-wide	Media-neutral	Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF. See item 10b for disposition of I-9 Forms and item 23 of this schedule for disposition of temporary performance-related records.	GRS 1, item 10a
			b. Immigration and Naturalization Service Form I-9.			Department-wide	Media-neutral	Temporary. Destroy 3 years after employee separates from service or transfers to another agency.	GRS 1, item 10b

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ADMIN 1, Item 11	Position Identification Strips	Strips, such as the former SF 7D, containing summary data on each position occupied.				Department-wide	Media-neutral	Temporary. Destroy when superseded or obsolete.	GRS 1, item 11
ADMIN 1, Item 12	Employee Awards Files		a. General awards records, EXCLUDING those relating to department-level awards.	(1) Case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and noncash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.		Department-wide	Media-neutral	Temporary. Destroy 2 years after approval or disapproval.	GRS 1, item 12a(1)
				(2) Correspondence pertaining to awards from other Federal agencies or non-Federal organizations.		Department-wide	Media-neutral	Temporary. Destroy when 2 years old.	GRS 1, item 12a(2)
			b. Length of service and sick leave awards files.	Records including correspondence, reports, computations of service and sick leave, and lists of awardees.		Department-wide	Media-neutral	Temporary. Destroy when 1 year old.	GRS 1, item 12b
			c. Letters of commendation and appreciation.	Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the OPF.		Department-wide	Media-neutral	Temporary. Destroy when 2 years old.	GRS 1, item 12c
			d. Lists of or indexes to agency award nominations.	Lists of nominees and winners and indexes of nominations.		Department-wide	Media-neutral	Temporary. Destroy when superseded or obsolete.	GRS 1, item 12d
ADMIN 1, Item 13	Incentive Awards Program Reports	Reports pertaining to the operation of the Incentive Awards Program.				Department-wide	Media-neutral	Temporary. Destroy when 3 years old.	GRS 1, item 13
ADMIN 1, Item 14	Notifications of Personnel Actions	Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, separation, exclusive of the copy in the OPF.	a. Chronological file copies, including fact sheets, maintained in personnel offices.			Department-wide	Media-neutral	Temporary. Destroy when 2 years old.	GRS 1, item 14a
			b. All other copies maintained in personnel offices.			Department-wide	Media-neutral	Temporary. Destroy when 1 year old.	GRS 1, item 14b
ADMIN 1, Item 15	RESERVED								GRS 1, item 15
ADMIN 1, Item 16	Personnel Operations Statistical Reports	Statistical reports in the operating personnel office and subordinate units relating to personnel.				Department-wide	Media-neutral	Temporary. Destroy when 2 years old.	GRS 1, item 16
ADMIN 1, Item 17	Correspondence and Forms Files	Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule.	a. Correspondence and forms relating to pending personnel actions.			Department-wide	Media-neutral	Temporary. Destroy when action is completed.	GRS 1, item 17a
			b. Retention registers and related records.	(1) Registers and related records used to effect reduction in force actions.		Department-wide	Media-neutral	Temporary. Destroy when 2 years old.	GRS 1, item 17b(1) Superseded by: GRS 2.5 item 011
				(2) Registers from which no reduction in force actions have been taken and related records.		Department-wide	Media-neutral	Temporary. Destroy when superseded or obsolete.	GRS 1, item 17b(1) Superseded by: GRS 2.5 item 010
			c. All other correspondence and forms.			Department-wide	Media-neutral	Temporary. Destroy when 6 months old.	GRS 1, item 17c
ADMIN 1, Item 18	Supervisors' Personnel Files and Duplicate OPF Documentation		a. Supervisors' Personnel Files.	Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.		Department-wide	Media-neutral	Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.	GRS 1, item 18a
			b. Duplicate Documentation.	Other copies of documents duplicated in OPFs not provided for elsewhere in this schedule.		Department-wide	Media-neutral	Temporary. Destroy when 6 months old.	GRS 1, item 18b
ADMIN 1, Item 19	Individual Non-Occupational Health Record Files	Forms, correspondence, and other records, including summary records, documenting an individual employee's medical history, physical condition, and visits to Federal or corporate health facilities, for nonwork-related purposes, EXCLUDING records covered by item 21 of this schedule.				Department-wide	Media-neutral	Temporary. Destroy 75 years after date of last entry.	N1-434-98-4 item 19 (Exemption to GRS 1, item 19)

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ADMIN 1, item 20	Health Unit Control Files	Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units.	a. If information is summarized on statistical report.			Department-wide	Media-neutral	Temporary. Destroy 3 months after last entry.	GRS 1, item 20a
			b. If information is not summarized.			Department-wide	Media-neutral	Temporary. Destroy 75 years after last entry.	N1-434-98-4 item 20b (Exemption to GRS 1 item 20b)
ADMIN 1, item 20.1	Contractor Health Unit Control Files	Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units.	a. If information is summarized on statistical report.			Managing & Operating Contractors	Paper records only - unless otherwise specified in item	DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details. Temporary. Destroy 3 months after last entry.	N1-434-89-1 item 4c(1)
			b. If information is not summarized.			Department-wide	Media-neutral	Temporary. Destroy 75 years after last entry.	N1-434-98-4 item 20.1(b)
ADMIN 1, item 21	Federal Employee Medical Folder (EMF)			(1) Transferred employees.		Department-wide	Media-neutral	Temporary. See 5 CFR Part 293, Subpart E for instructions.	GRS 1, item 21a(1)
			a. Long-term medical records as defined in 5 CFR Part 293, Subpart E.	(2) Separated employees.		Department-wide	Media-neutral	Temporary. Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later.	GRS 1, item 21a(2)
			b. Temporary or short-term records as defined in the Federal Personnel Manual (FPM).			Department-wide	Media-neutral	Temporary. Cut off and place in inactive file after separation or transfer of employee. Destroy 75 years after cutoff.	N1-434-98-4 item 21b (Exemption to GRS 1 item 21)
			c. Individual employee health case files created prior to establishment of the EMF System that have been retired to a NARA records storage facility.			Department-wide	Media-neutral	DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details. Temporary. Destroy 60 years after retirement to the NARA records storage facility.	GRS 1, item 21c
ADMIN 1, item 21.1	Contractor Employee Medical Folder (EMF)		d. Unidentified and deteriorated medical x-rays.	Unidentified X-ray films and those in advanced states of decomposition that can neither be interpreted nor copied and may be hazardous to human health.		Department-wide	X-Rays	Temporary. Destroy immediately.	N1-434-01-1 item 1
			a. Individual Health Case Files.	Forms, correspondence, and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all treatment received in the health unit, <u>including</u> records of exposure to noise, toxic substances, toxic chemicals, and to unique occupational hazards of the atomic energy program. Also includes pre-placement physical examinations and disability retirement and fitness for duty examinations.		Managing & Operating Contractors	Paper records only - unless otherwise specified in item	Temporary. Dispose of in accordance with item 1.1 of ADMIN 1.	N1-434-89-1 item 4a
			b. Individual Health Record Files.	Cards which contain such information as date of employee's visit, diagnosis, and treatment.		Department-wide	Media-neutral	Temporary. Destroy 75 years after date of last entry.	N1-434-98-4 item 21.1b

ADMIN Citation	Item Title	Item Summary	Sub Item 1 Title	Sub Item 2 Summary	Sub Item 2	Applicability	Media Applicability	Disposition	NARA Approved Citation
ADMIN 1, item 21.2	Records Concerning Personnel Exposure to Hazardous Concentrations of Toxic Chemicals and Other Materials	Records (including correspondence) prepared in the normal course of business concerning or documenting the exposure of personnel to hazardous concentrations of toxic chemicals and other materials, excluding radionuclides and individual employee files.	a. Standards operating guides and procedures, including revisions and background records that establish operating practices.			Department-wide	Paper records only - unless otherwise specified in item	Permanent. Offer to NARA in 25 years.	NC1-430-76-9 item 5a
			b. Operating plans for specific jobs within the scope of the above established operating practices.			Department-wide	Paper records only - unless otherwise specified in item	DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details. Temporary. Destroy when purpose is served or 1 year, whichever is earlier.	NC1-430-76-9 item 5b
			c. Records and investigations establishing the extent of employee exposure to toxic chemicals and materials. These records should be filed in the Health Hazard case file (Item 21.4 below), whenever possible.			Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when 75 years old.	NC1-430-76-9 item 5c
			d. Industrial hygiene log sheets recording surveys for industrial hazards other than radiation and contamination.	(1) Surveys indicating no industrial hazard.		Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when 75 years old.	NC1-430-76-9 item 5d(1)
				(2) Surveys indicating a potential hazard.		Department-wide	Media-neutral	Temporary. Cut off when the facility is dismantled. Destroy 75 years after cutoff.	N1-434-98-4 item 21.2d(2)
			a. Records indicating radiation exposure dose to the individual due to alpha, beta, gamma, neutron, etc., radiation as determined by personnel radiation monitors or by estimates based on other radiation dose instruments.	(1). Results of equipment calibration establishing the authenticity of the above dose results.		Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when 75 years old.	NC1-430-76-9 item 4a(1)
				(2.) Automatic data processing system programs, codes, instruction tapes and discs if used for retrieval of item (a) above.		Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when 75 years old.	NC1-430-76-9 item 4a(2)
				(3.) Worksheets, requests for analysis, chart records recording information which must be interpreted or further modified before use, automatic data processing system input records, other information used in interim calculations or to verify that recorded data is correct (such as check sheets), film badges and statistical summaries duplicating the above exposure data.		Department-wide	Paper records only - unless otherwise specified in item	DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details. Temporary. Destroy when the exposure record has been verified and approved, or after 1 year, whichever is earlier.	NC1-430-76-9 item 4a(3)
			b. Technical standards, operating guides, laboratory, operating and radiation contamination control procedures describing the technical administrative basis for the radiation contamination protection efforts.	(1) Historical file or standards, guides and procedures, including revisions and background records defining philosophy in development, methods of evaluation and mode and scope of radiation contamination protection efforts.		Department-wide	Paper records only - unless otherwise specified in item	Permanent. Offer to NARA in 25 years.	NC1-430-76-9 item 4c(1)
				(2) Detail plans for specific jobs performed within the scope of the above procedures and similar records relating to routine daily operations.		Department-wide	Paper records only - unless otherwise specified in item	DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details. Temporary. Destroy when purpose is served or after 1 year, whichever is earlier.	NC1-430-76-9 item 4c(2)

ADMIN Citation	Item Title	Item Summary	Sub Item 1 Title	Sub Item 2 Summary	Sub Item 2	Applicability	Media Applicability	Disposition	NARA Approved Citation
ADMIN 1, Item 21.3	Radiation Contamination Control Program Records	Radiation Records providing an accurate, quantitative description of the exposure of personnel to external radiation and internally deposited radionuclides, including development of appropriate regulations and procedures used as a basis for the radiation contamination control program.	c. Logbooks (chronological history) which provide a concise summary of shift and daily activities, including unusual incidents, radiation and contamination problems, release of radionuclides to work areas or public zones, interpretation of unusual chart recordings and similar items.			Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when 75 years old.	NC1-430-76-9 Item 4d
			d. Routine radiation and contamination surveys and air sample logs, including resulting laboratory analyses and equipment calibrations, indicating no unusual health or safety problems.			Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when 75 years old.	NC1-430-76-9 Item 4e
				(1) Records directly relating to the workplace.		Department-wide	Media-neutral	Temporary. Cut off at the close of the fiscal year. Destroy 75 years after cutoff.	N1-434-98-4 Item 21.3e(1)
			e. Recorder chart records of radiation and contamination detected by air activity monitors (gaseous and particulate) and ionization chambers.	(2) Other records.		Department-wide	Paper records only - unless otherwise specified in item	DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details. Temporary. Destroy when purpose is served or 3 months, whichever is earlier.	N1-430-76-9 Item 4f
			f. Reports and engineering studies of unusual radiation or contamination problems.			Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when 100 years old	N1-430-76-9 Item 4g
				(1) Records relating to the calibration and inspection of instruments used in the detection and recording of radiation against sources of known radioactive emission or dose rate.	(a) History of procedures indicating criteria for selection and methods used, and schedules giving frequency of calibration and maintenance of radiation detection instruments and equipment.	Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when 75 years old.	NC1-430-76-9 Item 1a
			g. Radiation detection instrument calibration.		(b) Reports of instrument and equipment distribution, decontamination, performance, inventories, statistical data, physical status, operating condition, and any related data.	Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when no longer needed for reference or when 1 year old, whichever is earlier.	NC1-430-76-9 Item 1b
				(2) Radiation detection charts used with alarm systems to record radiation in excess of established guides in production plant areas, provided unusual radiation data are posted to other records which are retained. (See item 21.3a of this schedule.)		Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when 1 year old.	NC1-430-76-9 Item 7
			a. Records of skin and nasal contamination incidents, including decontamination details.			Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when 75 years old.	NC1-430-76-9 Item 4b(1)

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ADMIN 1, item 21.4	Individual Employee Health Hazard Case Files	Radiation records providing an accurate, quantitative description of the exposure of personnel to external radiation and internally deposited radionuclides, including development of appropriate regulations and procedures used as a basis for the radiation-contamination control program. - Files containing radiation exposure histories of individual employees and visitors. Each file providing a record of exposure of an individual including both negative and positive results, to internal or external radiation and shall include:	b. Incidents involving contaminated injuries along with decontamination and treatment of such injuries, including tourniquet time records, if used. (See also annex C-8, item 3) or (See also annex B-11, item 3).			Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when 75 years old.	NC1-430-76-9 item 4b(2)
			c. Results of direct measurement of radiation from the chest, specific organs, or whole body.			Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when 75 years old.	NC1-430-76-9 item 4b(3)
			d. Investigations of the following types: Assimilations of radioactive materials in excess of standards and control guides. Missing or unusual personnel radiation exposure data.			Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when 75 years old.	NC1-430-76-9 item 4b(4)
				(1) Positive laboratory results on bioassay samples (urine, feces, blood, etc.) used to determine internal assimilation of a radionuclide by an individual.		Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when 75 years old.	NC1-430-76-9 item 4b(5)(a)
			e. Records of bioassay data.						
				(2) Laboratory results indicating no assimilation of radioactive materials.		Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when 75 years old.	NC1-430-76-9 item 4b(5)(b)
ADMIN 1, item 21.4.1	Bioassay schedules, worksheets, automated data system input records					Department-wide	Paper records only - unless otherwise specified in item	Temporary. Destroy when purpose is served or 1 year, whichever is earlier.	NC1-430-76-9 item 4b(5)(c)
ADMIN 1, item 21.5	Personnel (Federal and Contractor) Radiation Exposure Dose Records (Film Badges)	Records document the periodic radiation doses measured on employees, visitors, guides and guests. Each employee or guest working in areas with ionizing radiation wears a film badge on the upper torso. Periodically, the film badge is read and the radiation dose is calculated and recorded. The individual then receives a new film badge for the ensuing period.				Department-wide	Paper records only - unless otherwise specified in item	Temporary. Cut off files every year and transfer to the National Personnel Records Center (NPRC). Destroy when 75 years old.	N1-434-96-4
ADMIN 1, item 22	Statistical Summaries	Copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit.				Department-wide	Media-neutral	Temporary. Cut off annually. Destroy 75 years after date of summary or report.	N1-434-98-4 item 22 (Exemption to GRS 1, item 22)
				(1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not affected and all related documents.		Department-wide	Media-neutral	Temporary. Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice.	GRS 1, item 23a(1)
				(2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.		Department-wide	Media-neutral	Temporary. Destroy when superseded.	GRS 1, item 23a(2)

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ADMIN 1, Item 23	Employee Performance File System Records		a. Non-SES appointees (as defined in 5 U.S.C. 4301(2)).	(3) Performance-related records pertaining to a former employee.	(a) Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.	Department-wide	Media-neutral	Temporary. Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23a(3)(b) of this schedule.	GRS 1, item 23a(3)a
					(b) All other performance plans and ratings.	Department-wide	Media-neutral	Temporary. Destroy when 4 years old.	GRS 1, item 23a(3)b
				(4) All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.		Department-wide	Media-neutral	Temporary. Destroy 4 years after date of appraisal.	GRS 1, item 23a(4)
				(5) Supporting documents.		Department-wide	Media-neutral	Temporary. Destroy 4 years after date of appraisal	GRS 1, item 23a(5)
			b. SES appointees (as defined in 5 U.S.C. 3132a(2)).	(1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.		Department-wide	Media-neutral	Temporary. Destroy when superseded.	GRS 1, item 23b(1)
				(2) Performance-related records pertaining to a former SES appointee.	(a) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.	Department-wide	Media-neutral	Temporary. Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item 23b(2)(b) of this schedule.	GRS 1, item 23b(2)a
					(b) All other performance ratings and plans.	Department-wide	Media-neutral	Temporary. Destroy when 5 years old	GRS 1, item 23b(2)b
				(3) All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).		Department-wide	Media-neutral	Temporary. Destroy 5 years after date of appraisal	GRS 1, item 23b(3)
				(4) Supporting documents.		Department-wide	Media-neutral	Temporary. Destroy 5 years after date of appraisal	GRS 1, item 23b(4)
					a. General Files.	Agency-wide and departmental procedures for receiving, processing, and appealing requests for reasonable accommodation by employees and applicants. Files may include, but are not limited to, instructions, directives, notices, forms, timetables and guidelines for requesting, processing and approving requests and for appealing decisions for reasonable accommodation. Also included are records notifying the Equal Employment Opportunity Commission (EEOC), the agency's collective bargaining representative(s) and the agency's Equal Employment Opportunity office of the agency's reasonable accommodation request and processing procedures as well as modifications to established procedures.		Department-wide	Media-neutral
	Information created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation from federal employees and applicants under the Rehabilitation Act of 1973 and Executive								

ADMIN Citation	Item Title	Item Summary	Sub Item 1 Title	Sub Item 2 Summary	Sub Item 2	Applicability	Media Applicability	Disposition	NARA Approved Citation
ADMIN 1, Item 24	Reasonable Accommodation Request Records	<p>applicants under the REHABILITATION ACT of 1973 and EXECUTIVE Order 13164. A reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities. The three categories of reasonable accommodation are: <input type="checkbox"/> Modification of application process to permit an individual with a disability to be considered for a job, such as providing application forms in large print or Braille; <input type="checkbox"/> Modification of a qualified individual with a disability to perform essential functions of the job, such as providing sign language interpreters; and <input type="checkbox"/> Modification of disabilities to enjoy equal benefits and privileges of employment, such as removing physical barriers in an office or cafeteria. This schedule includes all requests for reasonable accommodation and/or assistive technology devices and services offered through the agency or the Computer/Electronic Accommodation Program (CAP) that are made by or on behalf of applicants, current or former employees. Also included are medical records, supporting notes and documentation, as well as procedures and records related to processing, deciding, implementing, and tracking requests for reasonable accommodation(s).</p>	b. Employee Case Files.	Individual employee files that are created, received, and maintained by EEO reasonable accommodation or diversity/disability program or employee relations coordinators, immediate supervisors, CAP administrator, or HR specialists containing records of requests for reasonable accommodation and/or assistive technology devices and services through the agency or CAP that have been requested for or by an employee. This series also includes, but is not limited to, request approvals and denials, notice of procedures for informal dispute resolution or appeal processes, forms, correspondence, emails, records of oral conversations, medical documentation, and notes.		Department-wide	Media-neutral	Temporary. Destroy three years after employee separation from the agency or all appeals are concluded whichever is later.	GRS 1, item 24b
			c. Supplemental Files.	Records created, received, and maintained by EEO reasonable accommodation or diversity/disability program or employee relation coordinators, while advising on, implementing or appealing requests for or from an individual employee for reasonable accommodation. Some requests may involve HR matters, including but not limited to changes in duties, reassignments, leave usage, and performance issues. Files may include, but are not limited to, policy guidance, resource information about accommodation providers, forms, emails, notes.		Department-wide	Media-neutral	Temporary. Destroy three years after end of fiscal year in which accommodation is decided or all appeals are concluded, whichever is later	GRS 1, item 24c
			d. Tracking System.	Records and data created, received, and maintained for purposes of tracking agency compliance with Executive Order 13164 and Equal Employment Opportunity Commission (EEOC) guidance.		Department-wide	Media-neutral	Temporary. Delete/destroy three years after compliance report is filed or when no longer needed for reference.	GRS 1, item 24d
ADMIN 1, Item 25	Equal Employment Opportunity (EEO) Records		a. Official Discrimination Complaint Case Files.	Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by Equal Employment Opportunity Commission, or by a U.S. Court.		Department-wide	Media-neutral	Temporary. Destroy 4 years after resolution of case	GRS 1, item 25a
			b. Copies of Complaint Case Files.	Duplicate case files or documents pertaining to case files retained in Official Discrimination Complaint Case Files.		Department-wide	Media-neutral	Temporary. Destroy 1 year after resolution of case.	GRS 1, item 25b
			c. Preliminary and Background Files.	(1) Background records not filed in the Official Discrimination Complaint Case Files.		Department-wide	Media-neutral	Temporary. Destroy 2 years after final resolution of case	GRS 1, item 25c(1)
				(2) Records documenting complaints that do not develop into Official Discrimination Complaint Cases.		Department-wide	Media-neutral	Temporary. Destroy when 2 years old.	GRS 1, item 25c(2)
			d. Compliance Records.	1) Compliance Review Files.	Reviews, background documents, and correspondence relating to contractor employment practices.	Department-wide	Media-neutral	Temporary. Destroy when 7 years old.	GRS 1, item 25d(1)
				(2) EEO Compliance Reports.		Department-wide	Media-neutral	Temporary. Destroy when 3 years old.	GRS 1, item 25d(2)
			e. Employee Housing Requests.	Forms requesting agency assistance in housing matters, such as rental or purchase.		Department-wide	Media-neutral	Temporary. Destroy when 1 year old.	GRS 1, item 25e
			f. Employment Statistics Files.	Employment statistics relating to race and sex.		Department-wide	Media-neutral	Temporary. Destroy when 5 years old.	GRS 1, item 25f
			g. EEO General Files.	General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.		Department-wide	Media-neutral	Temporary. Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.	GRS 1, item 25g
				(1) Agency copy of consolidated AAP(s).		Department-wide	Media-neutral	Temporary. Destroy 5 years from date of plan.	GRS 1, item 25h(1)

ADMIN Citation	Item Title	Item Summary	Sub Item 1 Title	Sub Item 2 Summary	Sub Item 2	Applicability	Media Applicability	Disposition	NARA Approved Citation
			h. EEO Affirmative Action Plans (AAP).	(2) Agency feeder plan to consolidated AAP(s).		Department-wide	Media-neutral	Temporary. Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.	GRS 1, item 25h(2)
				(3) Report of on-site reviews of Affirmative Action Programs.		Department-wide	Media-neutral	Temporary. Destroy 5 years from date of report.	GRS 1, item 25h(3)
				(4) Agency copy of annual report of Affirmative Action accomplishments.		Department-wide	Media-neutral	Temporary. Destroy 5 years from date of report.	GRS 1, item 25h(4)
ADMIN 1, item 26	Personnel Counseling Records		a. Counseling Files.	Reports of interviews, analyses, and related records.		Department-wide	Media-neutral	DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details. Temporary. Destroy 3 years after termination of counseling.	GRS 1, item 26a
			b. Alcohol and Drug Abuse Program.	Records created in planning, coordinating, and directing an alcohol and drug abuse program.		Department-wide	Media-neutral	Temporary. Destroy when 3 years old.	GRS 1, item 26b
ADMIN 1, item 27	Alternative Dispute Resolution (ADR) Files	Alternative Dispute Resolution (ADR) is any procedure, conducted by a neutral third party, that is used to resolve issues in controversy, including, but not limited to, conciliation, facilitation, mediation, fact finding, minitrials, arbitration and use of ombuds. The records covered by this schedule relate to techniques and processes used in an agency's ADR program in resolving disputes with or between its own employees.	a. General Files: General correspondence and copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program, and other records relating to the agency's overall ADR program.			Department-wide	Media-neutral	Temporary. Destroy when 3 years old. Longer retention is authorized if records are needed for agency business.	GRS 1, item 27a
			b. Case Files: Records documenting ADR proceedings. These files may include an agreement to use ADR, documentation of the settlement or discontinuance of the ADR case, parties' written evaluations of the process and/or the neutral third party mediator, and related correspondence.			Department-wide	Media-neutral	Temporary. Destroy 3 years after settlement is implemented or case is discontinued.	GRS 1, item 27b
ADMIN 1, item 28	Labor Management Relations Records		a. Labor Management Relations General and Case Files.	Correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups.	(1) Office negotiating agreement.	Department-wide	Media-neutral	Temporary. Destroy 5 years after expiration of agreement.	GRS 1, item 28a(1)
					(2) Other offices.	Department-wide	Media-neutral	Temporary. Destroy when superseded or obsolete.	GRS 1, item 28a(2)
			b. Labor Arbitration General and Case Files.	Correspondence, forms, and background papers relating to labor arbitration cases.		Department-wide	Media-neutral	Destroy 5 years after final resolution of case.	GRS 1, item 28b
ADMIN 1, item 28.1	Contractor Management Relations Records	Correspondence, meeting minutes, reports, background papers and other such records relating to contractor labor management negotiations and labor agreements.				Department-wide	Media-neutral	Temporary. Maintain in accordance with the contract or destroy 10 years after the termination of contract with the Department of Energy, whichever is sooner.	N1-434-98-4 item 28.1
ADMIN 1, item 29	Federal Employee Training Records	EXCLUDING records of formally established schools that train agency employees in specialized program areas, such as law enforcement and national defense. (See note after item 29b and 29.2 below.)	a. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.	(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.		Department-wide	Media-neutral	DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details. Temporary. Destroy when 5 years old or 5 years after completion of a specific training program.	GRS 1, item 29a(1)
				(2) Background and working files.		Department-wide	Media-neutral	Temporary. Destroy when 3 years old.	GRS 1, item 29a(2)

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			b. Employee Training.	Correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-Government institutions.		Department-wide	Media-neutral	Temporary. Destroy 75 years after superseded or obsolete.	N1-434-98-4 Item 29b (Exemption to GRS 1, item 29)
ADMIN 1, item 29.1	Contractor Employee Individual Training Folders		a. Contractor employee individual folders that contain ONLY the following documents:	(1) On-the-job training checklist completed during qualification, including the results of final written examination used for qualification or certification; records of oral examinations given for qualifications or certification; simulator/operational evaluation records; new employee indoctrination/orientation checklists; and reports of exemptions to these documents; (2) Checklists completed for recertification, including the results of written examinations given for recertification; and records or oral examinations given for recertification; (3) Documentation of qualification for on-time-only special tests and operations; and (4) Results of medical examinations (only pass/fail and restrictions); balance of results are to be retained in the medical file.		Department-wide	Media-neutral	DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details. Temporary. Cut off at the time of separation or transfer of the employee. Screen out and destroy all item 29.1a(4) records. Transfer folders with remaining documents to the local Federal Records Center. Destroy 75 years after cutoff.	N1-434-98-4 Item 29.1a
			b. Contractor employee individual folders that contain item 29.1a records AND also contain:	Attendance/completion records of training courses or sessions that include subjects dealing with hazardous materials directly applicable to the employee's job or position.		Department-wide	Media-neutral	Temporary. Cut off at the time of separation or transfer of the employee. Screen out and destroy all item 29.1a(4) records. Transfer folders with remaining documents to the local Federal records center in one-cubic foot increments. Destroy 75 years after cutoff.	N1-434-88-1 Item 2
ADMIN 1, item 29.2	Managing & Operating Contractors Administrative Training Records			(1) For courses relating to the handling of hazardous, toxic or radioactive materials, radiation safety or criticality safety, or any training where chronic exposure may have an impact.		Managing & Operating Contractors	Paper records only - unless otherwise specified in item	Temporary. Send to FRC after last session. Destroy 75 years after last session.	N1-434-88-1 Item 3a
			a. Administrative training records such as description of course content, examination banks, examination cover sheets, content, attendance rosters, documentation of required performance items and course lesson plans.	(2) For courses relating to environmental safety and health topics.		Managing & Operating Contractors	Paper records only - unless otherwise specified in item	DO NOT DESTROY. This series is currently unscheduled. Please contact the DOERM Program for additional guidance and/or to initiate scheduling action. Temporary. Transfer to a Federal Records Center after last session. Destroy 75 years after transfer.	Unscheduled.
				(3) For all other courses.		Managing & Operating Contractors	Paper records only - unless otherwise specified in item	Temporary. Transfer to a Federal Records Center after last session. Destroy 2 years after last session.	N1-434-88-1 Item 3b
			b. Drill guides/scenarios.			Managing & Operating Contractors	Paper records only - unless otherwise specified in item	Temporary. Destroy when superseded or obsolete. Do not transfer to a Federal Records Center.	N1-434-88-1 Item 4
			c. Correspondence on the establishment, administration, and availability of a course.			Managing & Operating Contractors	Paper records only - unless otherwise specified in item	Temporary. Destroy 2 years after last session. Do not transfer to a Federal Records Center.	N1-434-88-1 Item 5
			d. Course training aids.			Managing & Operating Contractors	Paper records only - unless otherwise specified in item	Temporary. Destroy when superseded or obsolete. Do not transfer to a Federal Records Center.	N1-434-88-1 Item 6

ADMIN Citation	Item Title	Item Summary	Sub Item 1 Title	Sub Item 2 Summary	Sub Item 2	Applicability	Media Applicability	Disposition	NARA Approved Citation
ADMIN 1, Item 30	Administrative Grievance, Disciplinary, and Adverse Action Files		a. Administrative Grievance Files.	Records relating to grievances raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.		Department-wide	Media-neutral	Destroy no sooner than 4 years but no later than 7 years after case is closed.	GRS 1, Item 30a
			b. Adverse Action Files (5 CFR 752) and Performance-Based Actions (5 CFR 432).	Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.		Department-wide	Media-neutral	Destroy no sooner than 4 years but no later than 7 years after case is closed.	GRS 1, Item 30b
ADMIN 1, Item 31	Personal Injury Files	Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.				Department-wide	Media-neutral	Temporary. Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 75 years after cutoff.	GRS 1, Item 31
ADMIN 1, Item 32	Merit Promotion Case Files	Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates.				Department-wide	Media-neutral	Temporary. Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.	GRS 1, Item 32
			a. Delegated agreements.	Delegated agreements and related records created under the authority of 5 U.S.C. 1104 between the OPM and agencies, allowing for the examination and certification of applicants for employment.		Department-wide	Media-neutral	DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details. Temporary. Destroy 3 years after termination of agreement.	GRS 1, Item 33a
			b. Correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations. Such correspondence, includes, but is not limited to, correspondence from Congress, White House, and the general public, and correspondence regarding accommodations for holding examinations and shipment of test materials.			Department-wide	Media-neutral	Temporary. Cut off annually. Destroy 1 year after cutoff.	GRS 1, Item 33b
			c. Correspondence or notices received from eligibles indicating a change in name, address, or availability.			Department-wide	Media-neutral	Temporary. Destroy 90 days after updating the appropriate record in the registry or inventory.	GRS 1, Item 33c
			d. Test material stock control.	Stock control records of examination test material including running inventory of test material in stock.		Department-wide	Media-neutral	Temporary. Destroy when test is superseded or obsolete.	GRS 1, Item 33d
			e. Application Record Card.			Department-wide	Media-neutral	Temporary. Cut off after examination. Destroy no later than 90 days after cutoff.	GRS 1, Item 33e

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ADMIN 1, Item 33	Examining and Certification Records		f. Examination Announcement Case Documentation Files.	Correspondence regarding examination requirements, final version of announcement(s) issued, subsequent amendments to announcement(s), public notice documentation, rating schedule, job analysis documentation, record of selective and quality rating factors, rating procedures, transmutation tables, and other documents associated with the job announcement(s) and the development of the register/inventory or case examination.		Department-wide	Media-neutral	DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details. Temporary. Cut off after termination of related register or inventory or after final action is taken on the certificate generated by case-examining procedures. Destroy 2 years after cut off.	GRS 1, item 33f
			g. Register or inventory of eligibles (OPM Form 5001-C or equivalent, documenting eligibility of an individual for Federal jobs).			Department-wide	Media-neutral	Temporary, Destroy 2 years after the date on which the register of inventory is terminated.	GRS 1, item 33g
			h. Letters to applicants denying transfer of eligibility (OPM Form 4896 or equivalent).			Department-wide	Media-neutral	Temporary, Cut off annually. Destroy 1 year after cutoff.	GRS 1, item 33h
			i. Test Answer Sheets.	Written test answer sheets for both eligibles and ineligibles. Filed by date of processing.		Department-wide	Media-neutral	Temporary, Destroy when 6 months old	GRS 1, item 33i
			j. Lost or Exposed Test Material Case Files.	Records showing the circumstances of loss, nature of the recovery action, and corrective action required.		Department-wide	Media-neutral	Temporary, Cut off files annually. Destroy 5 years after cutoff.	GRS 1, item 33j
			k. Cancelled and ineligible applications for positions filled from a register or inventory. Such documents include Optional form (OF) 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.			Department-wide	Media-neutral	Temporary, Cut off annually. Destroy 1 year after cutoff.	GRS 1, item 33k
			l. Eligible applications for positions filled from a register or inventory, including OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.	(1) On active register or inventory.		Department-wide	Media-neutral	Temporary. Destroy 90 days after termination of the register or inventory, (except for those applications that may be brought forward to a new register or inventory, if any).	GRS 1, item 33l(1)
				(2) On inactive register or inventory.		Department-wide	Media-neutral	Temporary, Cut off annually. Destroy 1 year after cut off.	GRS 1, item 33(2)
			m. Ineligible or incomplete applications for positions filled by case examining. Such documents include OF 612, resumes, supplemental forms, whether in hard copy or electronic format.			Department-wide	Media-neutral	Temporary, Cutoff annually. Destroy 2 years after cutoff.	GRS 1, item 33m
			n. Eligible applications for positions filled by case examining that either are not referred to the hiring official or are returned to the examining office by the hiring official. Such documents include OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.			Department-wide	Media-neutral	Temporary, Cutoff annually. Destroy 2 years after cutoff.	GRS 1, item 33n
			o. Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 59, OPM 648, or equivalent form.			Department-wide	Media-neutral	Temporary, Cut off annually. Destroy 1 year after cutoff.	GRS 1, item 33o

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			p. Certificate Files, including SF 39, SF 39A, or equivalent, and all papers upon which the certification was based: the list of eligibles screened for the vacancies, ratings assigned, availability statements, the certificate of eligibles that was issued to the selecting official, the annotated certificate of eligibles that was returned from the selecting official, and other documentation material designated by the examiner for retention.			Department-wide	Media-neutral	Temporary, Cut off annually. Destroy 2 years after cutoff.	GRS 1, item 33p
			q. Certification request control index. Certificate control log system. Records of information (e.g. receipt date, series, and grade of position, duty station, etc.) pertaining to requests for lists of eligibles from a register or inventory.			Department-wide	Media-neutral	Temporary, Cut off annually. Destroy 2 years after cutoff.	GRS 1, item 33q
			r. Interagency Placement Program (IPP) application and registration sheet.			Department-wide	Media-neutral	Temporary, Destroy upon expiration of employee's DEP eligibility.	GRS 1, item 33r
			s. DEP control cards, if maintained.			Department-wide	Media-neutral	Temporary, Cut off annually. Destroy 2 years after cut off.	GRS 1, item 33s
			t. Reports of audits of delegated examining operations.			Department-wide	Media-neutral	Temporary, Destroy 3 years after date of the report.	GRS 1, item 33t
ADMIN 1, item 34	Occupational Injury and Illness Files	Reports and logs (including Occupational Safety and Health Administration (OSHA) Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment.				Department-wide	Media-neutral	Temporary. Destroy when 75 years old.	N1-434-98-4 item 34 (Exemption to GRS 1, item 34)
ADMIN 1, item 35	Denied Health Benefits Requests Under Spouse Equity	[NOTE: Pursuant to Subchapter S17 of the FEHB Handbook enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment.]	a. Health benefits denied, not appealed.			Department-wide	Media-neutral	Temporary. Destroy 75 years after denial.	N1-434-98-4 item 35a (Exemption to GRS 1 item 35a)
			b. Health benefits denied, appealed to OPM for reconsideration.	(1) Appeal successful - benefits granted.		Department-wide	Media-neutral	Temporary, Create enrollment file in accordance with Subchapter S17 of the FEHB Handbook.	GRS 1, item 35b(1)
				(2) Appeal unsuccessful - benefits denied.		Department-wide	Media-neutral	Temporary. Destroy 75 years after denial.	N1-434-98-4 item 35b(2) (Exemption to GRS 1 item 35b(2))
ADMIN 1, item 36	Federal Workplace Drug Testing Program Files	Drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), EXCLUDING consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Pub. L. 100-71, 503(f).	a. Drug test plans and procedures, EXCLUDING documents that are filed in record sets of formal issuances (directives, procedures handbooks, operating manuals, and the like.)	Agency copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions.		Department-wide	Media-neutral	Temporary, Destroy when 3 years old or when superseded or obsolete. [See note (2) after item 36e(2).]	GRS 1, item 36a
			b. Employee acknowledgment of notice forms.	Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.		Department-wide	Media-neutral	Temporary, Destroy when employee separates from testing-designated position. [See note (2) after item 36e(2).]	GRS 1, item 36b
			c. Selection/scheduling records.	Records relating to the selection of specific employees/applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules.		Department-wide	Media-neutral	Temporary, Destroy when 3 years old.	GRS 1, item 36c
				(1) "Record Books."	Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected.	Department-wide	Media-neutral	Temporary, Destroy 3 years after date of last entry.	GRS 1, item 36d(1)
			d. Reports relating to the collection						

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		records 4 after the case is closed. (2) Any records covered by items 36 a-e that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).]	d. Records relating to the collection and handling of specimens.		Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen.			Temporary, Destroy when 3 years old.	GRS 1, item 36d(2)	
			(2) Chain of custody records.							
			e. Test Results.	Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.		(1) Positive results (a) Employees.	Department-wide	Media-neutral	Temporary. Cut off when the individual leaves employment. Destroy 5 years after cutoff.	N1-434-98-4 item 36e(1)
						(1) Positive results. (b) Applicants not accepted for employment.	Department-wide	Media-neutral	Temporary, Destroy when 3 years old	GRS 1, item 36e(1)b
						(2) Negative results.	Department-wide	Media-neutral	Temporary, Destroy when 3 years old	GRS 1, item 36e(2)
ADMIN 1, item 37	Donated Leave Program Case Files	Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.				Department-wide	Media-neutral	Temporary, Beginning in January 1994, destroy 1 year after the end of the year in which the file is closed.	GRS 1, item 37	
ADMIN 1, item 38	Wage Survey Files	Wage survey reports and data, background documents and correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for an authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).				Department-wide	Media-neutral	Temporary, Destroy after completion of second succeeding wage survey	GRS 1, item 38	
ADMIN 1, item 39	Retirement Assistance Files	Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.				Department-wide	Media-neutral	Temporary, Destroy when 1 year old.	GRS 1, item 39 Superseded by GRS 2.5 item 020	
ADMIN 1, item 40	Handicapped Individuals Appointment Case Files	Case files containing position title and description; fully executed SF 171; medical examiner's report; a brief statement explaining accommodation of impairment; and other documents related to previous appointment, certification, and/or acceptance or refusal, created in accordance with FPM chapter 306-11, subchapter 4-2.				Department-wide	Media-neutral	Temporary, Destroy 5 years following the date of approval or disapproval of each case.	GRS 1, item 40	
ADMIN 1, item 41	Pay Comparability Records	Records created under implementation of the Federal Employees Pay Comparability Act including written narratives and computerized transaction registers documenting use of retention, relocation and recruitment bonuses, allowances, and supervisory differentials, and case files consisting of requests for and approval of recruitment and relocation bonuses and retention allowances.				Department-wide	Media-neutral	Temporary, Destroy 3 years following the date of approval or upon completion of the relevant service agreement or allowance, whichever is later.	GRS 1, item 41	
ADMIN 1, item 42	Alternate Worksite Records		a. Approved requests or applications to participate in an alternate worksite program; agreements between the agency and the employee; and records relating to the safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act.			Department-wide	Media-neutral	Temporary, Destroy 1 year after end of employee's participation in the program.	GRS 1, item 42a	
			b. Unapproved requests.			Department-wide	Media-neutral	Temporary, Destroy 1 year after request is rejected.	GRS 1, item 42b	
			c. Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program.			Department-wide	Media-neutral	Temporary, Destroy when 1 year old, or when no longer needed, whichever is later.	GRS 1, item 42c	

ADMIN Citation	Item Title	Item Summary	Sub Item 1 Title	Sub Item 2 Summary	Sub Item 2	Applicability	Media Applicability	Disposition	NARA Approved Citation
ADMIN 1, Item 43	Employee Concerns Program	Employee concerns Program Case Files that serve to document employee allegations of impropriety or inadequacy of DOE and/or contractor managed activities. Subjects include, but are not strictly limited to: environmental, safety, and health related issues, fraud, waste and abuse; personnel and management matters; quality, securing conditions, or incidents of retaliation, etc. Supporting documentation includes employee statements or declarations, witness testimonials, investigation reports, and corrective actions to mitigate potential risks to the public, the environment, or employees of the Department of energy, or relevant contractor entities.	a. Official Employee Concerns Program Files.		(1) Concerns relating to security, environmental, safety, and health-related issues.	Department-wide	Media-neutral	Temporary. Cut off at the close of the fiscal year in which the case was closed. Destroy 75 years after cutoff.	N1-434-98-4 Item 43a(1)
					(2) All other concerns.	Department-wide	Media-neutral	Temporary. Cut off at the close of the fiscal year in which case was closed. Destroy 4 years after cutoff.	N1-434-98-4 Item 43a(2)
			b. Records documenting concerns that do not develop into official cases.		(1) Security-related concerns.	Department-wide	Media-neutral	Temporary. Cut off at the end of the fiscal year. Destroy 4 years after cutoff.	N1-434-98-4 Item 43b(1)
					(2) All other concerns.	Department-wide	Media-neutral	Temporary. Cut off at the end of the fiscal year. Destroy 2 years after cutoff.	N1-434-98-4 Item 43b(2)
ADMIN 1, Item 44	Academic/Outreach Programs	Records created to document educational outreach program transactions between the Department and its contractors and schools, colleges/universities, community groups, and various State and Federal agencies for the purpose of generating and tracking interest in careers with the DOE and it contractors.	a. Records kept for tracking the impact of these educational programs on the people involved and for measuring the success rate of each program.			Department-wide	Media-neutral	Temporary. Cut off at the end of the fiscal year. Destroy 25 years after cutoff.	N1-434-98-4 Item 44a
			b. Contract or funding information based on the following: Memoranda of Understanding with schools/colleges, grants, scholarships and budget information.			Department-wide	Media-neutral	Temporary. Cut off at the end of the fiscal year. Destroy 6 years after cutoff or project completion.	N1-434-98-4 Item 44b
			c. Records containing contact information with schools and community groups regarding internship programs, tutoring programs, talent searches, scholastic tournaments, Young Entrepreneurs Conference, Junior Engineering Technical System (JETS), Gore Initiative Students Around the World, teacher development, computer loan/buyout programs and other educational programs.			Department-wide	Media-neutral	Temporary. Cut off at the end of the fiscal year. Destroy 5 years after cutoff.	N1-434-98-4 Item 44c
			d. General administrative records that document teacher/student development, progress reports, and correspondence between DOE/contractor and outside academic organizations.			Department-wide	Media-neutral	Temporary. Cut off at the end of the fiscal year. Destroy 2 years after cutoff or when no longer needed, whichever is earlier.	N1-434-98-4 Item 44d
ADMIN 1, Item 45	Apprenticeship Program Files	Apprenticeship program files consist of external training classroom and practical instruction records and reports of progress such as correspondence, testing and evaluations and other pertinent information developed during the apprenticeship term.	a. Files of employees who successfully complete all aspects of apprenticeship program.			Department-wide	Media-neutral	Temporary. Cut off at separation or transfer of employee. Destroy 4 years after cutoff.	N1-434-98-4 Item 45a
			b. Files of employees who terminate or are terminated from the program prior to completion.			Department-wide	Media-neutral	Temporary. Cut off at termination. Destroy 10 years after cutoff.	N1-434-98-4 Item 45b
ADMIN 1, Item 46	Tuition Reimbursement Records	Records relating to tuition reimbursements for employees taking part in a tuition assistance program offered by the employers. The tuition reimbursement is provided for work related undergraduate, certificate, and graduate level courses taken at an accredited college, university or vocational school. The records consist of original, signed tuition request forms, notification of grades, proofs of payments, and related correspondence.				Department-wide	Media-neutral	Temporary. Cut off at the end of the fiscal year. Destroy 6 years and 3 months after cutoff.	N1-434-98-4 Item 46
ADMIN 1, Item 47	Vacancy Announcements (as created and maintained in personnel offices)	Information used to notify employee population of the availability of a particular job opening. Postings contain general description of duties, requirements, salary range, and cutoff date for accepting employment applications.				Department-wide	Media-neutral	Temporary. Cut off at the end of the fiscal year. Destroy 1 year after cutoff.	N1-434-98-4 Item 47

ADMIN Citation	Item Title	Item Summary	Sub Item 1 Title	Sub Item 2 Summary	Sub Item 2	Applicability	Media Applicability	Disposition	NARA Approved Citation
ADMIN 1, item 48	Recruitment Packages	Packet containing original promotional material, blank forms giving investigative authorization, and general philosophy, benefits, and other incentives.				Department-wide	Media-neutral	Temporary. Cut off at the end of the fiscal year. Destroy when 3 years old or when superseded or canceled, whichever is earlier.	N1-434-98-4 item 48
ADMIN 1, item 49	Prehire Test Files	Prehire test files consist of, but are not limited to, written and practical job skill/proficiency pass/fail tests administered by labor management personnel to measure suitability for hire. Includes pre-placement physical examinations.	a. Successful prehire applicant test files where an offer of employment was made.			Department-wide	Media-neutral	Temporary. Destroy 2 years after date of test.	N1-434-98-4 item 49a
			b. Successful prehire applicant test files where no employment offer was made.			Department-wide	Media-neutral	Temporary. Destroy 2 years after date of test.	N1-434-98-4 item 49b
			c. Unsuccessful prehire applicant test.			Department-wide	Media-neutral	Temporary. Destroy 1 year after date of test.	N1-434-98-4 item 49c
ADMIN 1, item 50	Individual Development Plans	Documentation of individuals' goals, objectives, and strategy for enhancing skills. Plans are updated annually.				Department-wide	Media-neutral	Temporary. Cut off at the end of the fiscal year. Destroy when superseded or when an employee departs.	N1-434-98-4 item 50
ADMIN 1, item 51	Classification Appraisals (Pay)	Files which document the comparison of salaries paid locally and nationally to established salary percentage increase, comparative grade studies, guidelines, and justification base for employee performance assessments.				Department-wide	Media-neutral	Temporary. Cut off at the end of the fiscal year. Destroy 3 years after cutoff or when superseded or obsolete.	N1-434-98-4 item 51
ADMIN 1, item 52	Seniority Rosters	Seniority rosters which document and establish effective service dates for union employees, and are used to determine seniority for the annual job bidding process.	a. Labor Relations Office file.			Department-wide	Media-neutral	Temporary. Destroy 10 years after expiration of related labor agreement.	N1-434-98-4 item 52a
			b. Other offices.			Department-wide	Media-neutral	Temporary. Cut off at the end of the fiscal year. Destroy 2 years after cutoff or when no longer needed, whichever is earlier.	N1-434-98-4 item 52b
ADMIN 1, item 53	Certification/Decertification	These files document meeting minutes, correspondence, and other records documenting contractors' actions relating to the response to union membership organizing drives.				Department-wide	Media-neutral	Temporary. Destroy 10 years after expiration of related labor agreement.	N1-434-98-4 item 53
ADMIN 1, item 54	Unemployment Compensation Records	Records documenting all aspects of the unemployment process from notification of termination and administrative review, to any dispute hearing which may occur prior to or immediately following the termination process. These records include correspondence, compensation enrollment forms, employment verification, employee depositions, computation of benefit amounts, and related working papers between the compensating state and the personnel office.				Department-wide	Media-neutral	Temporary. Cut off upon termination of employment. Destroy 3 years after cut off.	N1-434-98-4 item 54
ADMIN 1, item 55	Directories/Phone Listing	Record set of personnel listing identifying location, organization, phone number, assigned employee number, mail stop, or other information used for communication purposes.	a. When issued as a published document.			Department-wide	Media-neutral	Temporary. Destroy hardcopy when 75 years old.	N1-434-98-4 item 55a
			b. When issued electronically, prior to updating, reduce to hardcopy.			Department-wide	Media-neutral	Temporary. Destroy hardcopy when 75 years old.	N1-434-98-4 item 55b
			c. All others.			Department-wide	Media-neutral	Temporary. Destroy when superseded.	N1-434-98-4 item 55c
ADMIN 1, item 56	Family Medical Leave Act (FMLA)	Includes records pertaining to agency approvals and monitoring associated with individual employee requests covered under the FMLA provisions, such as but not limited to the employee applications, medical documentation, copies of leave applications and personnel actions, and similar records containing employee identifying data (e.g. payroll, notices, benefits and disputes) necessary to complete and process FMLA actions.				Department-wide	Media-neutral	Temporary. Cut off annually. Destroy 3 year(s) after cutoff.	DAA-0434-2014-0002-0001
ADMIN 1, item 57	Family Medical Leave Act (FMLA) Program Files	Includes but not limited to agency communications, statistics, reports, memoranda, and copies of guidance, as well as similar records created or collected in support of program management.				Department-wide	Media-neutral	Temporary. Cut off annually. Destroy 3 year(s) after cutoff or when superseded, as appropriate.	DAA-0434-2014-0002-0002

ADMIN Citation	Item Title	Item Summary	Sub Item 1 Title	Sub Item 2 Summary	Sub Item 2	Applicability	Media Applicability	Disposition	NARA Approved Citation
ADMIN 1, Item 58	Personnel Action Tracking and Reporting Systems	Personnel action tracking and reporting systems, including but not limited to PATS (Personnel Action Tracking & Reporting System), are relational systems and databases used by DOE organizations to create, track, and report select employee-related personnel action information that may be routinely compiled and managed in more complex and extensive formats elsewhere in the DOE enterprise or similar personnel-related systems.	1.1 Master File.	Systems and databases contain records, data, and information related to the tracking and reporting of personnel actions, including but not limited to position descriptions, Requests for Personnel Action (SF 52), vacancy announcements, and associated employee names and their personal and/or business addresses, contact information, and other identifying information necessary to accurately and properly identify the individuals.		Department-wide	Media-neutral	Temporary. Cut off at the end of the fiscal year in which entry of action occurs. Destroy 3 year(s) after cutoff.	DAA-0434-2015-0002-0001
ADMIN 1, Item 59	Web-Based Training and Tracking System	Web-based Training and Tracking Systems (WTTS) are centralized systems designed to support the delivery and management of DOE learning and development programs. WTTS includes such systems as the Online Learning Center (OLC), which is used to deploy and track various training courses and activities provided by the agency and other training mandated or recommended by Federal statute or regulation or departmental or agency policy. Such training includes but is not limited to mission-specific and administrative focused curricula. These systems are used to host and track training for agency employees and contractors. NOTE: This schedule meets the requirements of 5 CFR 410 701; as established by the US Office of Personnel Management (OPM).	Master File.	The OLC collects the learner and administrator/instructor information including but not limited to, full name, gender, job position/title, DOE email address, locations (HQ office, GTN or Field Site), DOE role, mailing address and authorized comments by supervisors.	1.1 Master File - User Account Information.	Department-wide	Media-neutral	Temporary. Cut off after learner/employee separation from the organization. Destroy 10 year(s) after cutoff.	DAA-0434-2015-0003-0001
					1.2 Course Content/Course Uploads.	Department-wide	Media-neutral	Temporary. Cutoff in the calendar in which placed into or uploaded to the system. Destroy/delete when superseded or obsolete.	DAA-0434-2015-0003-0002

ADMIN 2 Revision September 2015

Payrolling and pay administration records pertain to the disbursements employees receive in return for their personal services. This schedule covers commonly used pay records. Title 6, "Pay, Leave, and Allowances" in the GAO Policy and Procedures Manual provides guidance for preparing and maintaining Departmental pay accounts. Payroll systems use a leave record for submitting data to the payroll system. Information is posted to this leave record from the detailed records kept by the time and attendance clerks. Depending on the type of system, the leave record may be a hard copy input form or alternatively, input to the system may be by electronic means. Records incidental to the payroll process include tax withholding; savings plan deduction requests, and savings bond records; and payroll office administration records.

Previous ADMIN 2 guidance edition: <http://energy.gov/cio/downloads/administrative-records-schedule-2-payroll-and-pay-administration-records-revision-2>

ADMIN Citation	Item Title	Item Summary	Sub Item 1 Title	Sub Item 2 Summary	Sub Item 2	Applicability	Media Applicability	Disposition	NARA Approved Citation
Admin 2, Item 1	Individual Employee Pay Record		a. Pay record for each employee as maintained in an electronic data base. This database may be a stand-alone payroll system or part of a combined personnel/payroll system.			Department-wide	Media-natural	DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details. Update elements and/or entire record as required.	GRS 2, Item 2 a
			b. Individual Pay Record, containing pay data on each employee within an agency. This record may be in paper or microform but not in machine readable form.			Department-wide	Media-natural	DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details. Transfer to National Personnel Records Center. Destroy when 56 years old.	GRS 2, Item 2 b
			c. Contractor employee pay record, containing pay data on each employee. This record may be either in paper or microform but not in machine readable form.			Department-wide	Paper, Microform	DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details. Upon separation of employee, transfer with employee's Official Personnel Records. Destroy when 56 years old.	N1-434-98-5, Item 1c
Admin 2, Item 2	Noncurrent Payroll Files.	Copy of noncurrent payroll data as maintained by payroll service bureaus in either microform or machine-readable form.				Department-wide	Media-natural	Destroy 15 years after close of pay year in which generated	GRS 2, Item 2

ADMIN Citation	Item Title	Item Summary	Sub Item 1 Title	Sub Item 2 Summary	Sub Item 2	Applicability	Media Applicability	Disposition	NARA Approved Citation
ADMIN 2 Item 3	RESERVED								
ADMIN 2 Item 4	RESERVED								
ADMIN 2 Item 5	RESERVED								
ADMIN 2 Item 6	Leave Application Files.	SF 71 or equivalent plus any supporting documentation of requests and approvals of leave.	a. If employee initials time card or equivalent.			Department-wide	Media-natural	Destroy at end of following pay period.	GRS 2, Item 6.a
			b. If employee has not initialed time card or equivalent.			Department-wide	Media-natural	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2, Item 6.b
ADMIN 2 Item 7	Time and Attendance Source Records.	All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form (OF) 1130); flexitime records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.				Department-wide	Media-natural	<p>DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details.</p> <p>Destroy after GAO audit or when 6 years old, whichever is sooner.</p>	GRS 2, Item 7
ADMIN 2 Item 8	Time and Attendance Input Records.	Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.				Department-wide	Media-natural	<p>DO NOT DESTROY. This series is currently covered by the EPI Moratorium. Please contact your PRO, RLO, or RMFO for more details.</p> <p>Destroy after GAO audit or when 6 years old, whichever is sooner.</p>	GRS 2, Item 8
ADMIN 2 Item 9	Leave Record.		a. Record of employee leave, such as SF 1150, prepared upon transfer or separation.			Department-wide	Media-natural	File on right side of the Official Personnel Folder (OPF). See GRS 1, Item 1.	GRS 2, Item 9a Superseded by GRS 2.5 Item 040
			b. Creating agency copy, when maintained.			Department-wide	Media-natural	Destroy when 3 years old.	GRS 2, Item 9b Superseded by GRS 2.5 Item 020
ADMIN 2 Item 10	RESERVED								
ADMIN 2 Item 11	RESERVED								
ADMIN 2 Item 12	RESERVED								
ADMIN 2 Item 13	Tax Files.		a. Employee withholding allowance certificate such as Internal Revenue Service (IRS) Form W-4 and state equivalents.			Department-wide	Media-natural	Destroy 4 years after superseded or obsolete or upon separation of employee.	GRS 2, Item 13.a
			b. Agency copy of employee wages and tax statements, such as IRS Form W-2 and state equivalents, maintained by agency or payroll processor.			Department-wide	Media-natural	Destroy when 4 years old.	GRS 2, Item 13.b
			c. Agency copy of employer reports of Federal tax withheld, such as IRS Form W-3, with related papers including reports relating to income and social security tax, and state equivalents, maintained by agency or payroll processor.			Department-wide	Media-natural	Destroy when 4 years old.	GRS 2, Item 13.c
ADMIN 2 Item 14	Savings Bond Purchase Files.		a. Authorization for Purchase and Request for Change - U.S. Savings Bonds, SB 2152, or equivalent.			Department-wide	Media-natural	Destroy when superseded or after separation of employee.	GRS 2, Item 14.a
			b. Bond registration files: issuing agent's copies of bond registration stubs.			Department-wide	Media-natural	Destroy 4 months after date of issuance of bond.	GRS 2, Item 14.b
			c. Bond receipt and transmittal files: receipts for and transmittals of U.S. Savings Bonds.			Department-wide	Media-natural	Destroy 4 months after date of issuance of bond.	GRS 2, Item 14.c
ADMIN 2	Combined Federal Campaign and Other		a. Authorization for individual allotment to the Combined Federal Campaign.			Department-wide	Media-natural	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2, Item 15.a

ADMIN Citation	Item Title	Item Summary	Sub Item 1 Title	Sub Item 2 Summary	Sub Item 2	Applicability	Media Applicability	Disposition	NARA Approved Citation
Item 15	Allotment Authorizations.		b. Other authorizations, such as union dues and savings.			Department-wide	Media-natural	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2, Item 15.b
ADMIN 2 Item 16	Thrift Savings Plan Election Form.	Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan.				Department-wide	Media-natural	Destroy when superseded or after separation of employee.	GRS 2, Item 16
ADMIN 2 Item 17	Direct Deposit Sign-up Form (SF 1199A).					Department-wide	Media-natural	Destroy when superseded or after separation.	GRS 2, Item 17
ADMIN 2 Item 18	Levy and Garnishment Files	Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other employee debts.				Department-wide	Paper records only - unless otherwise specified in item	Destroy 7 years after the levy or garnishment is terminated.	N1-434-98-5, item 18 (Exemption to GRS 2, item 18)
ADMIN 2 Item 19	RESERVED								
ADMIN 2 Item 20	RESERVED								
ADMIN 2 Item 21	RESERVED								
ADMIN 2 Item 22	Payroll System Reports.		a. Error reports, ticklers, system operation reports.			Department-wide	Media-natural	Destroy when related actions are completed or when no longer needed, not to exceed 2 years.	GRS 2, Item 22.a
			b. Reports and data used for agency workload and or personnel management purposes.			Department-wide	Media-natural	Destroy when 2 years old.	GRS 2, Item 22.b
			c. Reports providing fiscal information on agency payroll.			Department-wide	Media-natural	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2, Item 22.c
ADMIN 2 Item 23	Payroll Change Files.	Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor.	a. Copies subject to GAO audit.			Department-wide	Media-natural	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2, Item 23.a
			b. All other copies.			Department-wide	Media-natural	Destroy 1 month after end of related pay period.	GRS 2, Item 23.b
ADMIN 2 Item 24	Payroll Correspondence.	Correspondence between agency and payroll processor regarding general, routine administrative issues that do not relate to individual payments.				Department-wide	Media-natural	Destroy when 2 years old.	GRS 2, Item 24
ADMIN 2 Item 25	RESERVED								
ADMIN 2 Item 26	RESERVED								
ADMIN 2 Item 27	RESERVED								
ADMIN 2 Item 28	Retirement Files	Reports, registers, or other control documents, and other records relating to retirement such as SF 2807 or equivalent.				Department-wide	Paper records only - unless otherwise specified in item	For Civil Service Retirement System/Federal Employees Retirement System related records, cut off upon receipt of official Office of Personnel Management acceptance of annual summary. Destroy 75 years after cutoff. Retirement of non-current records to inactive storage is authorized.	N1-434-98-5, item 28 (Exemption to GRS 2, item 28, superseded by GRS 2.5 item 010 and 011)
ADMIN 2 Item 29	RESERVED								
ADMIN 2 Item 30	RESERVED								